

# MTSS Handbook

## Table of Contents

Section	Page
<b>INTRODUCTION TO MTSS .....</b>	<b>2</b>
<b>MEALS .....</b>	<b>4</b>
<b>LODGING .....</b>	<b>6</b>
<b>TRANSPORTATION .....</b>	<b>8</b>
<b>FINANCIAL PROCESSES .....</b>	<b>9</b>
<b>STUDENT ENTITLEMENTS SUMMARY .....</b>	<b>11</b>
<b>GLOSSARY .....</b>	<b>12</b>
<b>POINTS OF CONTACT .....</b>	<b>13</b>

Produced by:

**The Leadership College for  
Information Technology**  
Fort Gordon, Georgia

1<sup>st</sup> Edition: February 11, 2003

## **Introduction to MTSS**

### **What is MTSS?**

MTSS stands for *Military Training Service Support*. It is a program that Army TDY and ADT students will use while attending Army schools at Fort Gordon. It deals with student finances, where they live, where they eat, and how they get from place to place. The program is designed to do several things:

1. Improve the programming, budgeting and execution of training service support funds (billeting, meals and transportation) for TDY students attending Army schools.
2. Identify efficiencies and reduce the cost of training service support.
3. Decrease Army administrative workload.
4. Decrease DFAS transaction costs.
5. Decrease Government Credit Card Debt.
6. Decrease “out of pocket” expenses incurred by the soldier.
7. Optimize student logistical support
8. Improve student security.

### **Who does it apply to?**

All Army Reserve, National Guard, and active duty Army soldiers that are TDY or ADT on Fort Gordon for officer and NCO training will use MTSS. MTSS will not apply to IET, AIT, DMOSQ, or AOT students.

### **Where does MTSS come from?**

Department of the Army

### **When will the MTSS program become effective?**

MTSS was first implemented as a pilot program at Fort Lee, Virginia on 01 October 2002.

Fort Gordon will be the 2<sup>nd</sup> installation to institute the program. All classes on Fort Gordon beginning on or after ***14 February 2003*** will use the new system.

It is anticipated that MTSS will eventually be used Army-wide.

### **How did the MTSS program come to be?**

The old system had several disadvantages:

1. The Army incurred unnecessary expenses for lodging, meals, and local transportation for its TDY personnel.
2. It failed to maximize usage of available Army facilities and services.
3. It contributed to the Government Purchase Card debt and delinquency problem.

MTSS seeks to remedy those problems.

## **Meals**

TDY and ADT students at Fort Gordon will no longer receive Per Diem payments for meals consumed on each class day during the week. This begins on the class start date.

Proportional per diem will be authorized on weekends and federal holidays. Proportional per diem will not be authorized on training holidays. The rate is \$28.00 per day.

MTSS will not affect service members' Basic Allowance for Subsistence (BAS). All meals will satisfy the Army Food Management System (AFMS) standards.

DCA facilities (Gordon Club, Recreation Center, and Signal Café) *and* troop Dining Facilities # 6 and #13 will be utilized. Separate lines with data collection computers will be set up at these facilities for tracking students in the program. Students will be required to "swipe" their military ID card at the facilities to receive meals.

All current Military ID's are compatible with the system, and will not require a special meal card. If a student is not in the system, lost his ID card, or has a malfunctioning ID card; manual sign-in rosters will also be available at each facility. At least 3 hours must pass between each meal, and students need to eat at the assigned facility to be valid. Use the chart on the next page to determine where students eat, at what time.

Special dining requests can be accommodated. For instance, if a class wishes to hold a special luncheon in a certain facility, they need to contact Mrs. Tina Pondy (DSN 780-2555) or Mr. Lawrence Jackson (DSN 780-6780) at DCA. Three days/72 hours advanced notice is required.

Boxed meals will be available on commanders' requests (bulk issue to class-sized sections). Midnight meals, when required, will also be provided.

## **Lodging**

MTSS students are not required to call in advance to make lodging reservations at Fort Gordon. Lodging assignments are the responsibility of Fort Gordon Lodging.

BNCOC students report to building 24402, 25<sup>th</sup> Street and Lane Avenue for room assignments.

All other students will report to Fort Gordon Lodging for room assignments (Bldg. 250, Griffith Hall, DSN 780-2277 or COM (706) 780-8314/ 8315 ext 1011/ 1012). On post housing will include Ring and Griffith Halls, Stinson Guest House, and the RNCOA area (ANCOC students).

Students are discouraged from bringing their dependents/family members to Fort Gordon. Facilities are not available to provide adequate support.

Students will be billeted on post if possible. The highest priority of on post billeting goes to those without POVs. Overflow will be billeted through the Lodging Success Program (LSP). The LSP provides students with local area hotels at a pre-arranged price. Overflow students will be assigned a hotel; they will not pick one on their own.

They will have guest accounts with the assigned hotel. Official lodging expenses will be billed to Fort Gordon Lodging, not the student. The students will pay the hotel directly for any auxiliary charges (i.e. long distance calls, room service, movie rentals).

If a student becomes dismissed for cause or flagged, the school will immediately notify lodging and the sending

installation, in writing (e-mail is acceptable). If student does not vacate lodging within one business day due to dismissal, action will be taken to notify school respective Company Commanders for appropriate action. Lodging will notify the student in writing advising that they are no longer part of the MTSS program and all future charges will be their responsibility. Lodging Operations will change the student's guest market segment from MTSS and advise the student of their responsibility for any additional or continued lodging charges.

## Transportation

Transportation to/from Fort Gordon from students' permanent duty station will, of course, still be on their orders.

On-post government transportation (e.g. buses) for other than AIT students is not available.

For students that bring POVs, in-and-around mileage of 18 miles on post and 38 miles off post is allowed daily.

For students directed to travel by air (students without POVs), taxis with pre-negotiated fares will be used. Currently the fares will be \$1.50 for all on-post destinations, and are subject to change. Students will be authorized 4 taxi rides (\$6) daily.

Students will need to retain receipts from taxi fares. They will submit them with their orders on their travel claims, as usual. Students will use the company below:

<u>Company</u>	<u>Phone Numbers</u>
Radio Cab	722-5588/ 5589/ 3501/ 3502/ 3503*

\*These are commercial numbers. You will need to dial a "9" first to get an outside line, if calling from a DSN telephone.



## **Financial Processes**

### Meals:

DCA will generate a roster from ATRRS 7 days prior to class start date LCIT/RNCOA will make subsequent adjustments NLT 48 hours after the class starts.

DCA Information Management Systems (IMS) builds a meal report every 2 weeks. This report will contain how many students per class have eaten at DCA facilities (*Note: DFAC Meals do not go through DCA, they are reported directly to the DPW Food Service Advisor*). DCA IMS forwards meal report to schools on the 15<sup>th</sup> and the last day of each month.

Schools need to verify the number of students per class that should be enrolled. Schools will report discrepancies with DCA (DSN 780-2555).

DCA then forwards the meal invoice to the office of the Director of Public Works (DPW). DPW then forwards to Director of Resource Management (DRM) for MTSS reimbursement.

### Lodging:

Monthly billing statements will be prepared by the hotels, and sent to Fort Gordon Lodging office. *The schools are not required to validate, nor pay the bills for off-post housed students.* They are required to notify DCA immediately if there is a change of status of any student.

On-post bills will be packaged twice a month (15<sup>th</sup> and the last day of the month) by the Fort Gordon Lodging office. The Lodging office will send these to the designated LCIT and RNCOA representatives:

<u>Organization:</u>	<u>Representative:</u>
LCIT (primary)	MSG Bradford
LCIT (alternate)	CPT Haveron
RNCOA (primary)	Ms. Nila Rawls
RNCOA (alternate)	Mr. William Myers

The representatives will verify each student's status, and use their MTSS Government Purchase Visa cards to pay the bills.

## **Student Entitlements Summary**

Students will be authorized \$2 daily for incidentals.

Students will be authorized a maximum of \$2 daily for laundry services after their 7<sup>th</sup> day of being TDY.

Students without POVs will be authorized \$6 daily for taxi rides.

Students with POVs will be authorized in and around mileage of 18 miles a day, and 38 miles a day off-post.

Students will be lodged at no cost to them.

Students will eat meals at designated facilities at no cost to them during the week. They will be authorized per diem of \$28.00 on weekends and federal holidays.

**\*Note:** All Non-IET soldiers arriving at Fort Gordon in a TDY or ADT status should arrive with a Government Travel credit card or appropriate advance. Travel cards **WILL NOT** be issued at Fort Gordon to soldiers in a TDY/ADT status.

## **Glossary**

AC – Active Component  
ADT – Active Duty Training  
AFMS – Army Food Management System  
AIT – Advanced Individual Training  
ANCOC – Advanced Non-Commissioned Officer Course  
AOT – Assignment Oriented Training  
ATRRS – Army Training Requirements and Resources System  
BNCOC – Basic Non-Commissioned Officer Course  
DCA – Directorate of Community Activities  
DFAC – Dining Facility  
DFAS – Defense Finance and Accounting Services  
DMOSQ – Duty Military Occupational Specialty Qualification (MOS reclassification students)  
DPW – Directorate of Public Works  
IET – Initial Entry Training  
IFSA – Installation Food Service Adviser  
IMS – Information Management Systems  
LCIT – Leader College for Information Technology  
LSP – Lodging Success Program  
MTSS – Military Training Service Support  
OBC – Officer Basic Course  
SOBC – Signal Officer Basic Course  
SCCC – Signal Captain's Career Course  
POV – Privately Owned Vehicle  
PCS – Permanent Change of Station  
PDS – Permanent Duty Station  
TDY – Temporary Duty

## **Points of Contact**

### **MTSS Training Policy (ODCS G-3)**

Mrs. McCrillis.....DSN 224-9706

Mrs. Weinhold.....DSN 222-4993

### **Meals**

Mrs. Tina Pondy (DCA).....DSN 780-2555

Mr. Lawrence Jackson.....DSN 780-6780

Food Service Advisor (DPW).....DSN 780-2636

### **Transportation**

Radio Cab.....COM 722-5588

Mr. Alan Hamilton.....DSN 780-4110

Email: [hamiltoa@gordon.army.mil](mailto:hamiltoa@gordon.army.mil)

### **Lodging**

Mr. Jerry Hinkle (on-post).....DSN 780-3676

Fort Gordon Lodging Office.....DSN 780-2277

Commercial (706) 791-2277

15<sup>th</sup> Reg Sig Bde HQ.....DSN 780-8314/ 8315

Commercial (706) 791-8314/ 8315

### **ATRRS**

Mr. Charles Stewart.....DSN 780-2291

### **Handbook Author**

CPT Barre Bollinger (LCIT).....DSN 780-6238

Email: [bollingb@gordon.army.mil](mailto:bollingb@gordon.army.mil)